

# REPORT PLAN

<b>Title:</b>	
<b>HEADINGS</b>	<b>KEY WORDS - SHORT NOTES</b>
<b>Classification</b> <ul style="list-style-type: none"> <li>• What is it?</li> </ul>	
<b>Description</b> <ul style="list-style-type: none"> <li>• What attributes does it have? (size, shape, features)</li> </ul>	
<b>Place/Time</b> <ul style="list-style-type: none"> <li>• Where is it?</li> <li>• When is it?</li> </ul>	
<b>Dynamics</b> <ul style="list-style-type: none"> <li>• What does it do?</li> </ul>	
<b>Summarising Comment</b>	